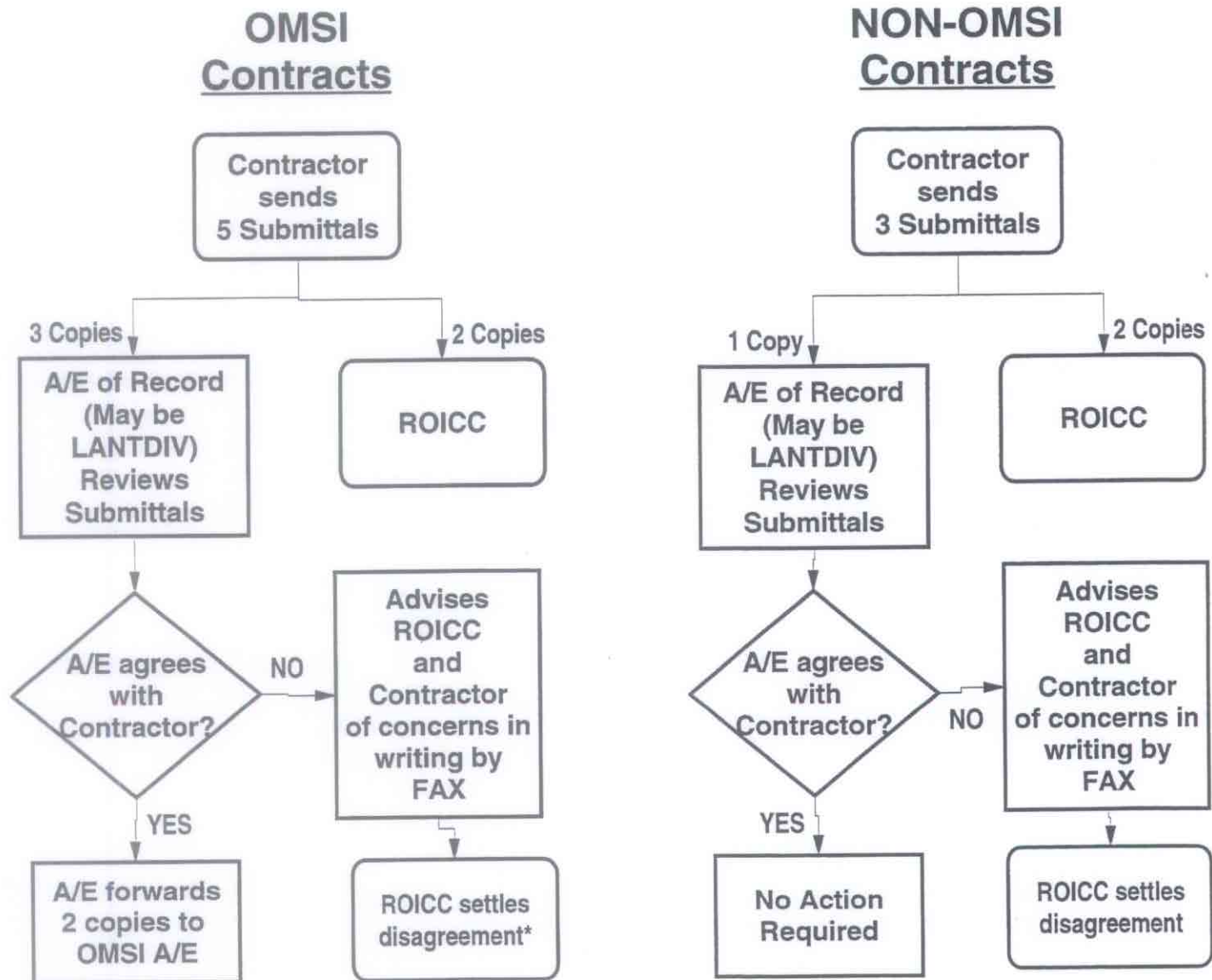


Stateside Submittal Processes

A. APPROVAL BY CONTRACTOR

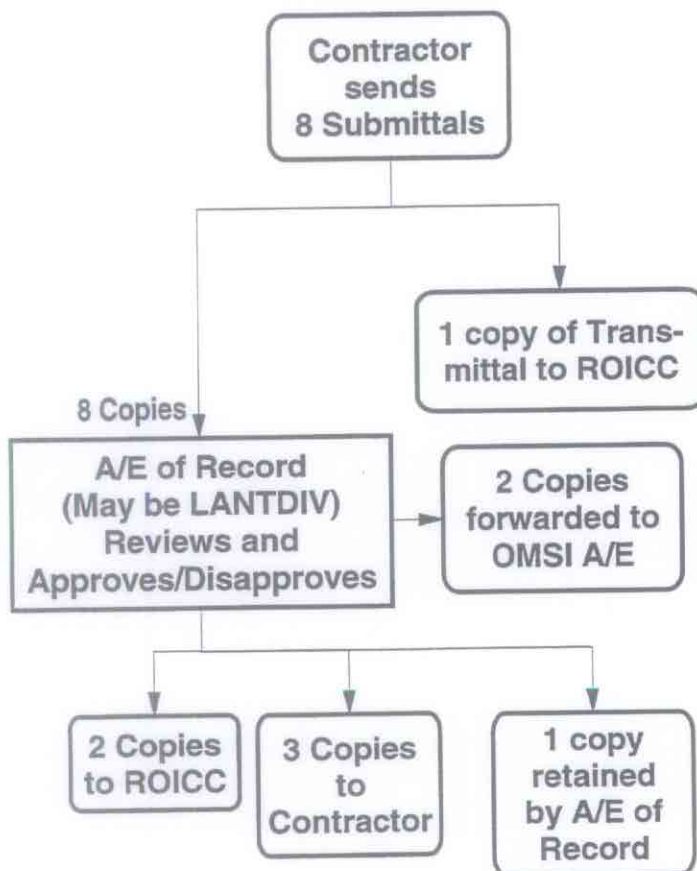


*ROICC to make sure OMSI A/E receives approved submittal

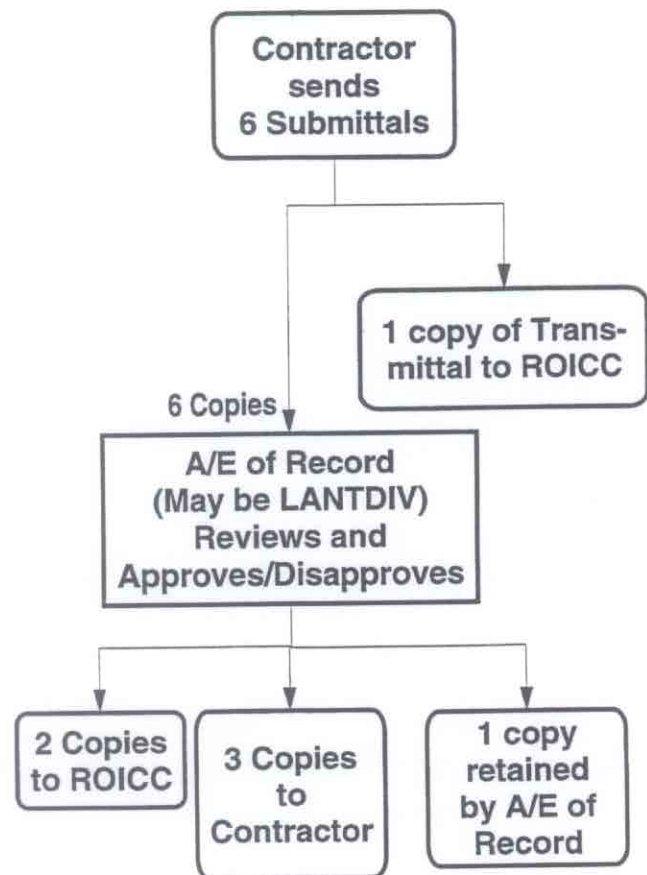
Stateside Submittal Processes

B. APPROVAL BY DESIGNER (A/E)

OMSI Contracts



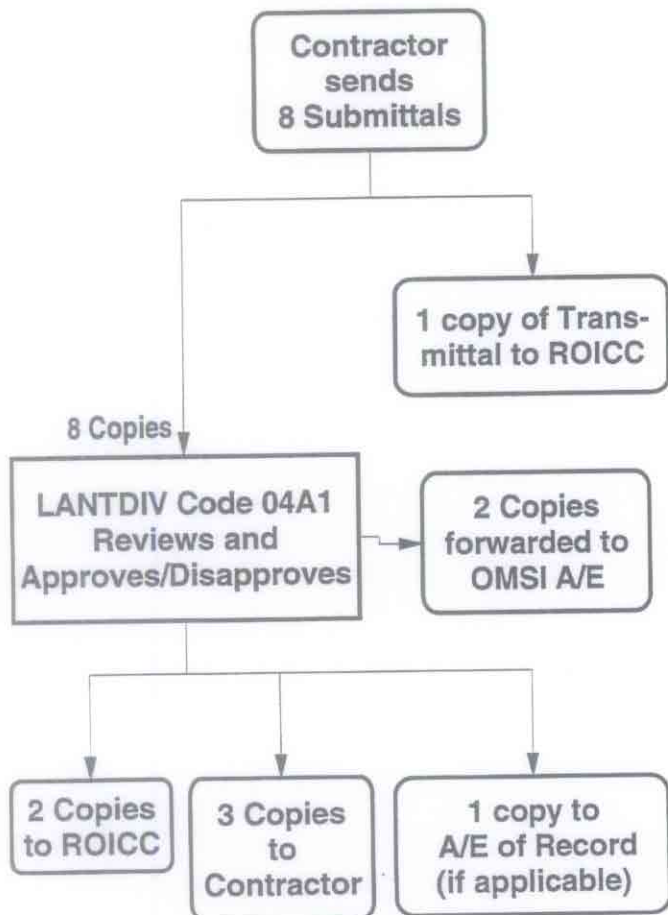
NON-OMSI Contracts



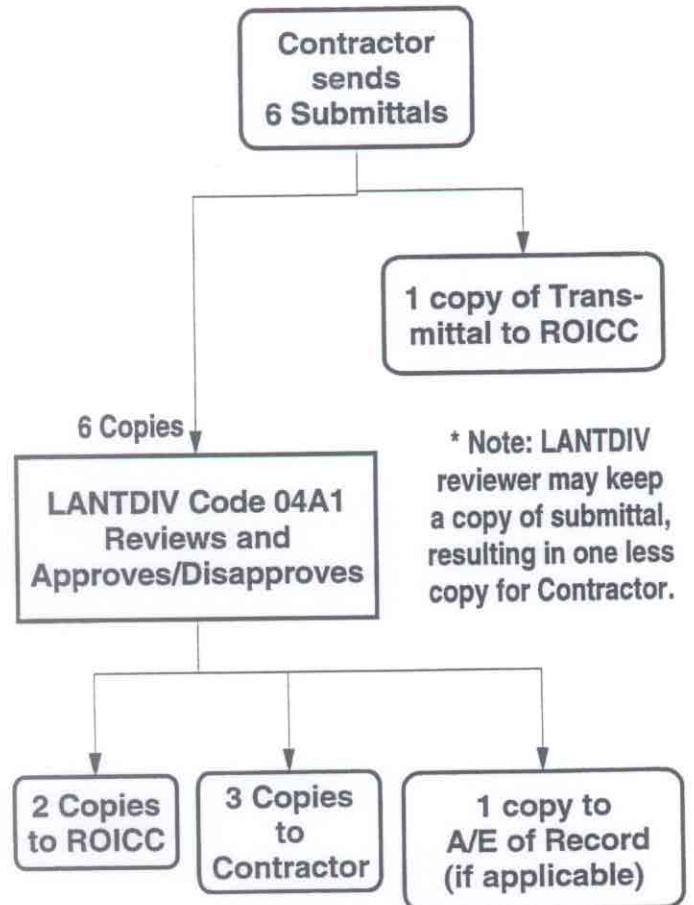
Stateside Submittal Processes

C. LANTDIV TECHNICAL APPROVALS

OMSI Contracts



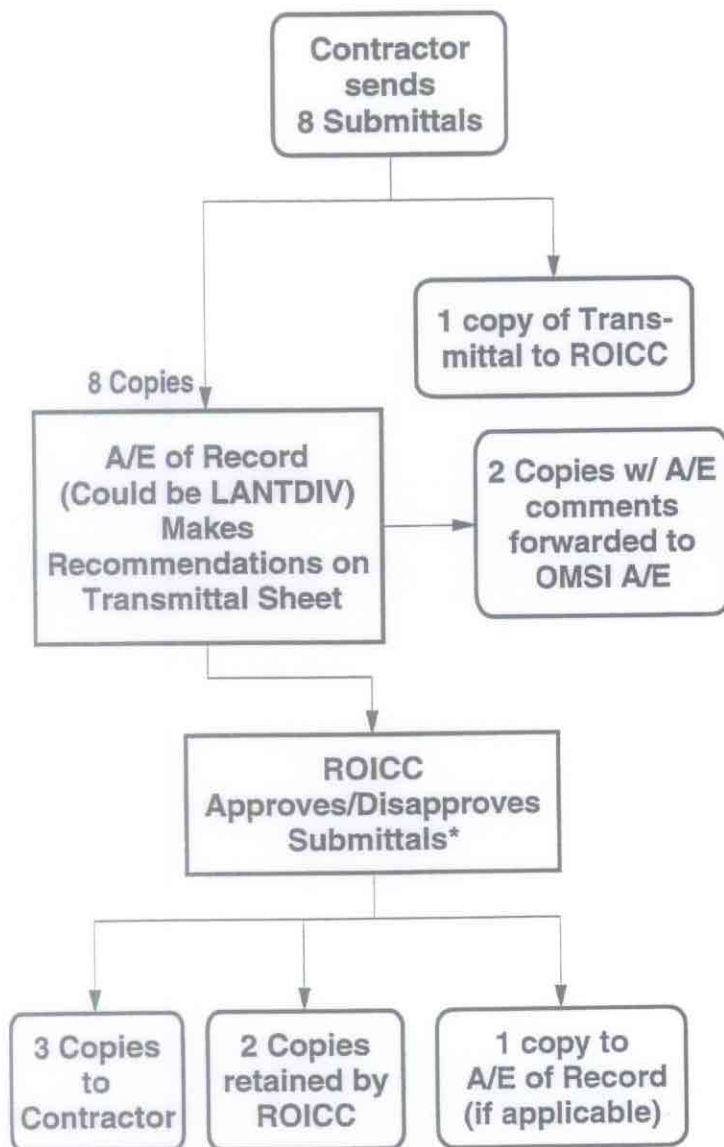
NON-OMSI Contracts



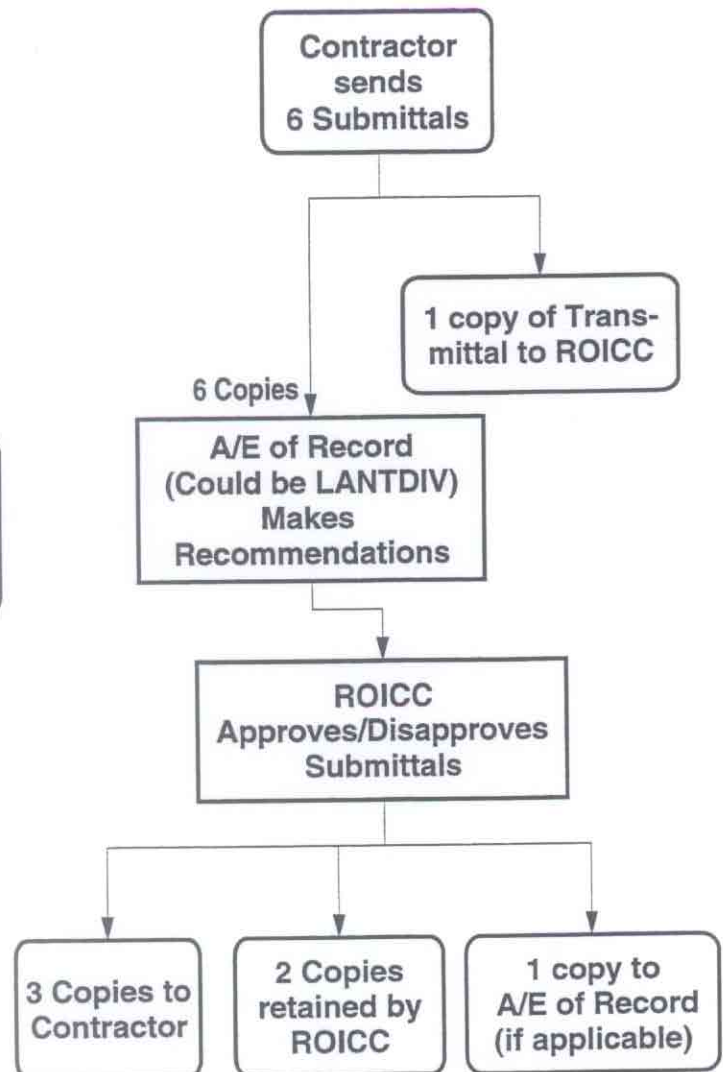
Stateside Submittal Processes

D. DEVIATION APPROVALS

OMSI Contracts



NON-OMSI Contracts

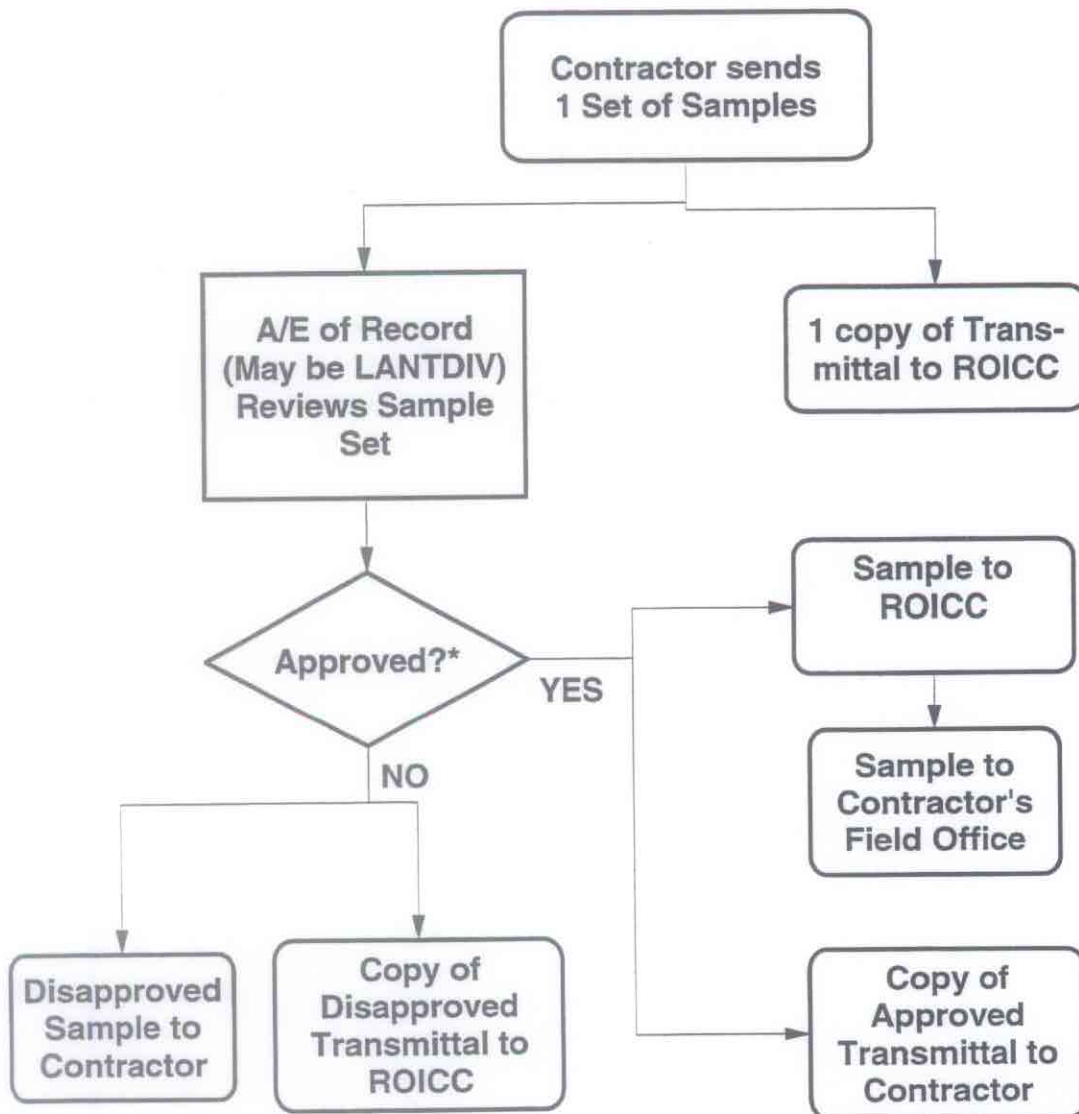


*ROICC to make sure OMSI A/E receives approved deviation information

Stateside Submittal Processes

E. SAMPLES APPROVALS

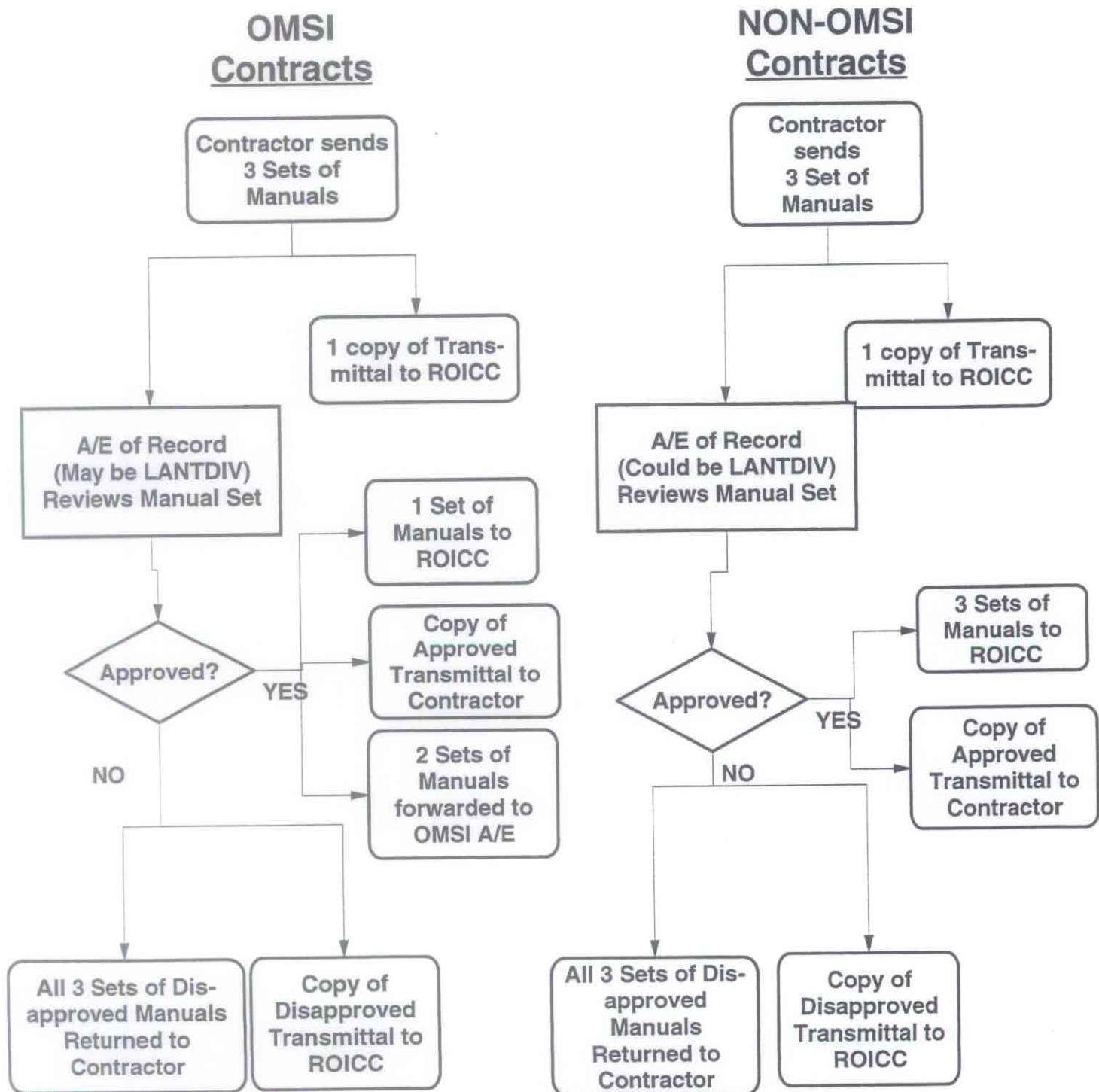
OMSI and NON-OMSI Contracts



*ROICC to coordinate review and approval with LANTDIV and/or Customer as necessary

Stateside Submittal Processes

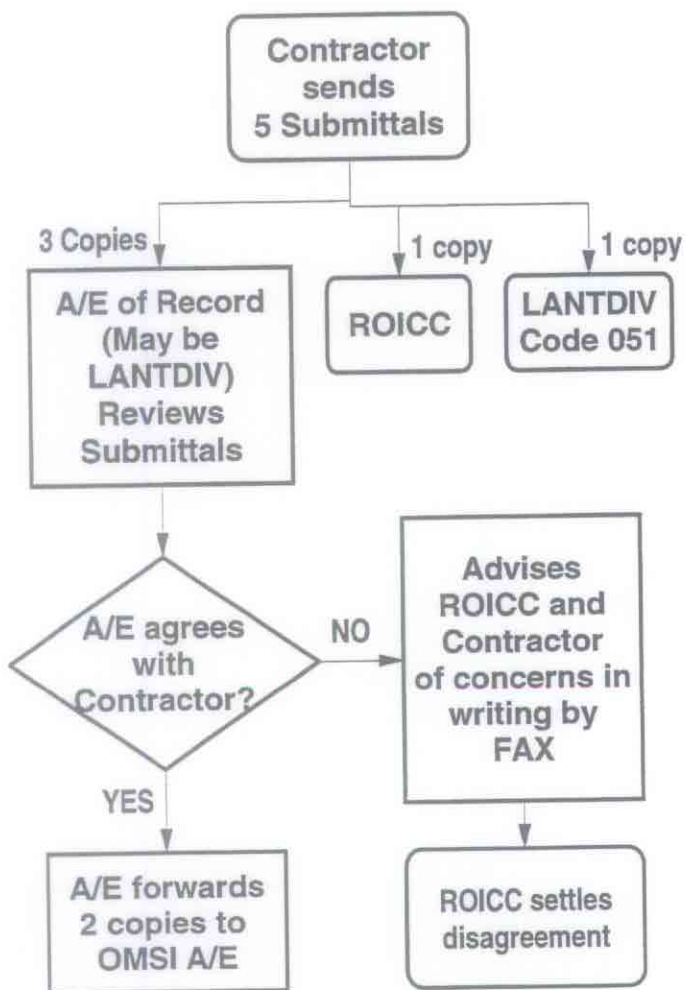
F. OPERATION & MAINTENANCE MANUALS (Includes "Data Packages")



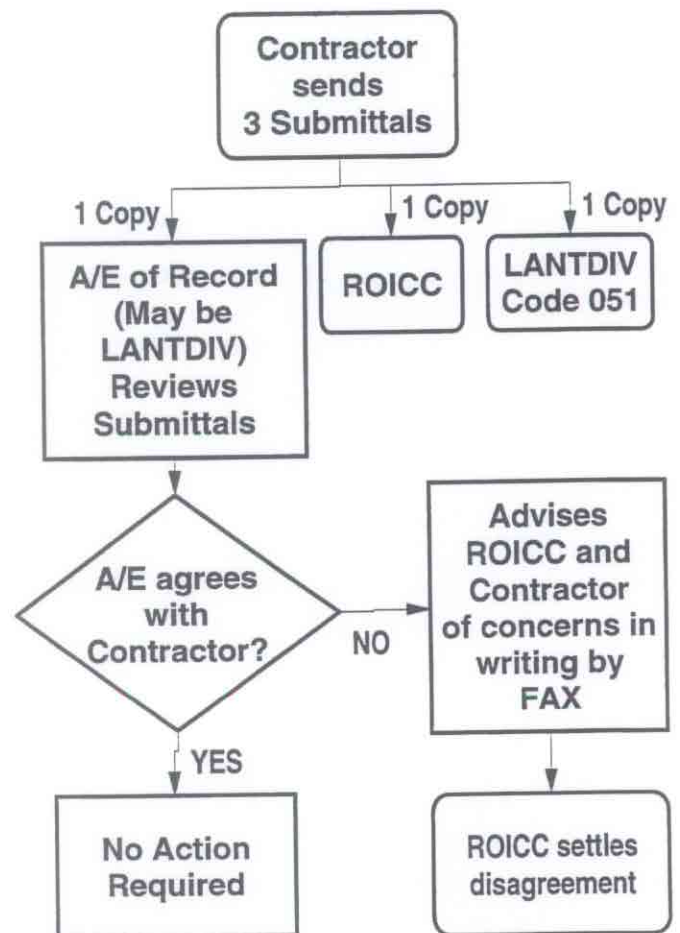
Overseas Submittal Processes

A. APPROVAL BY CONTRACTOR

OMSI Contracts

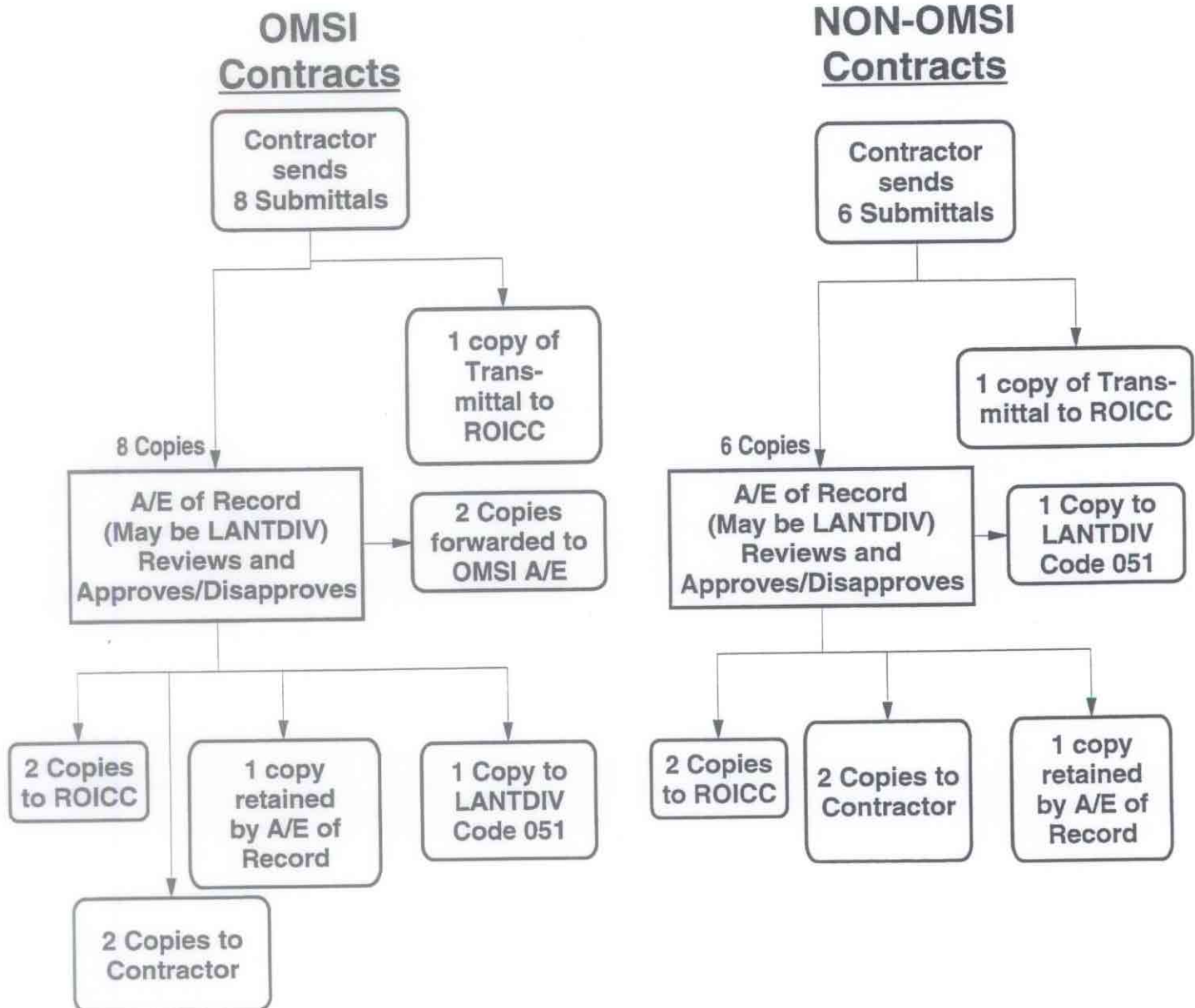


NON-OMSI Contracts



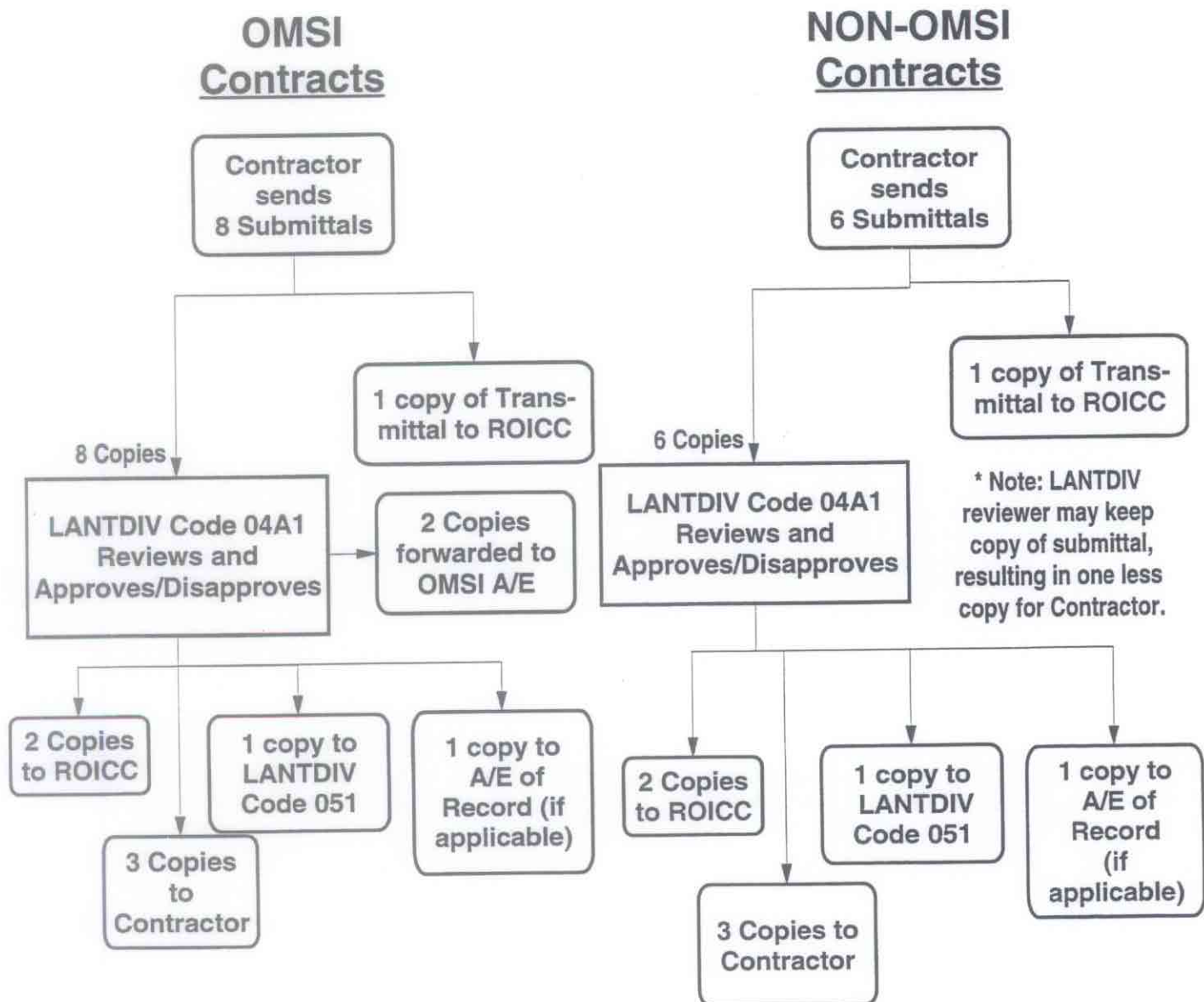
Overseas Submittal Processes

B. APPROVAL BY A/E



Overseas Submittal Processes

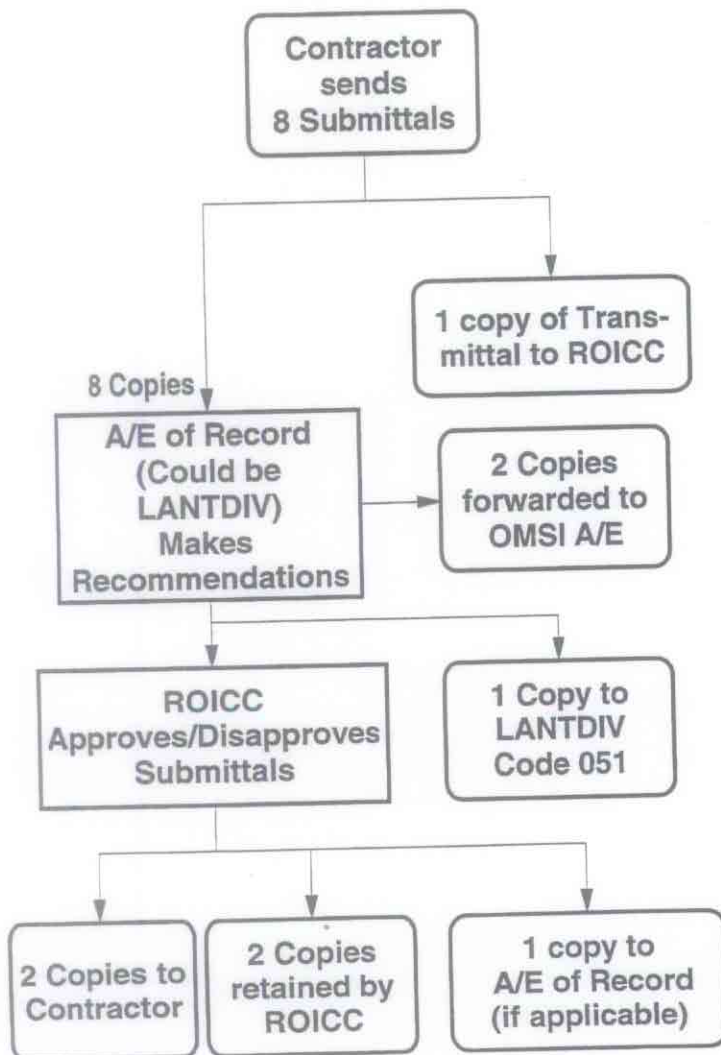
C. LANTDIV TECHNICAL APPROVALS



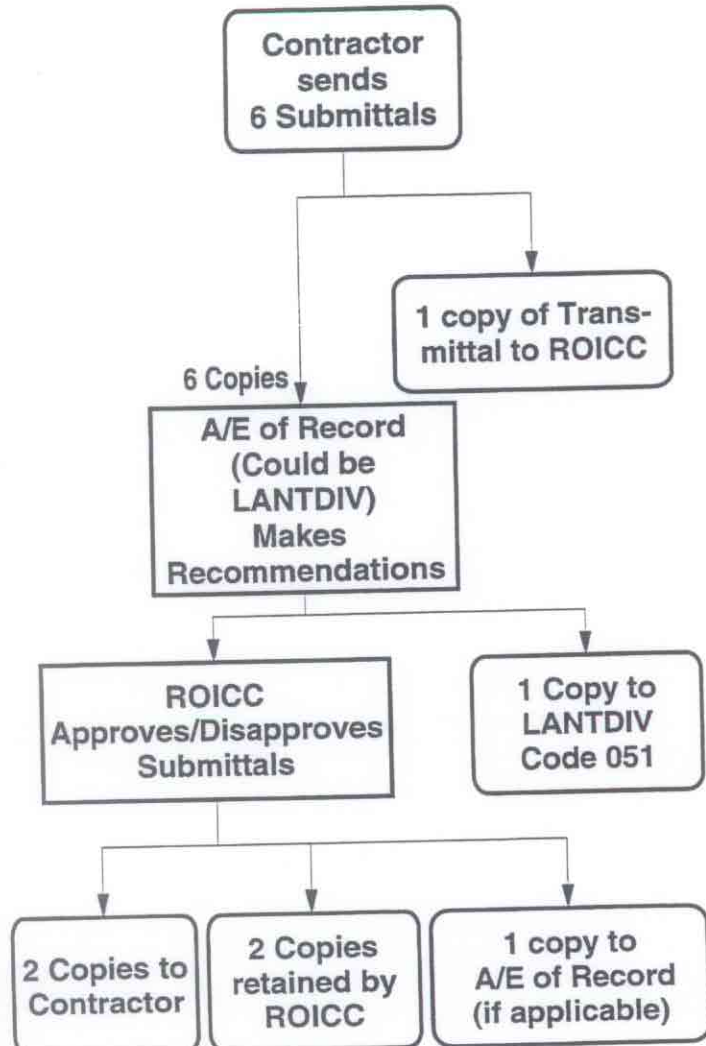
Overseas Submittal Processes

D. DEVIATION APPROVALS

OMSI Contracts

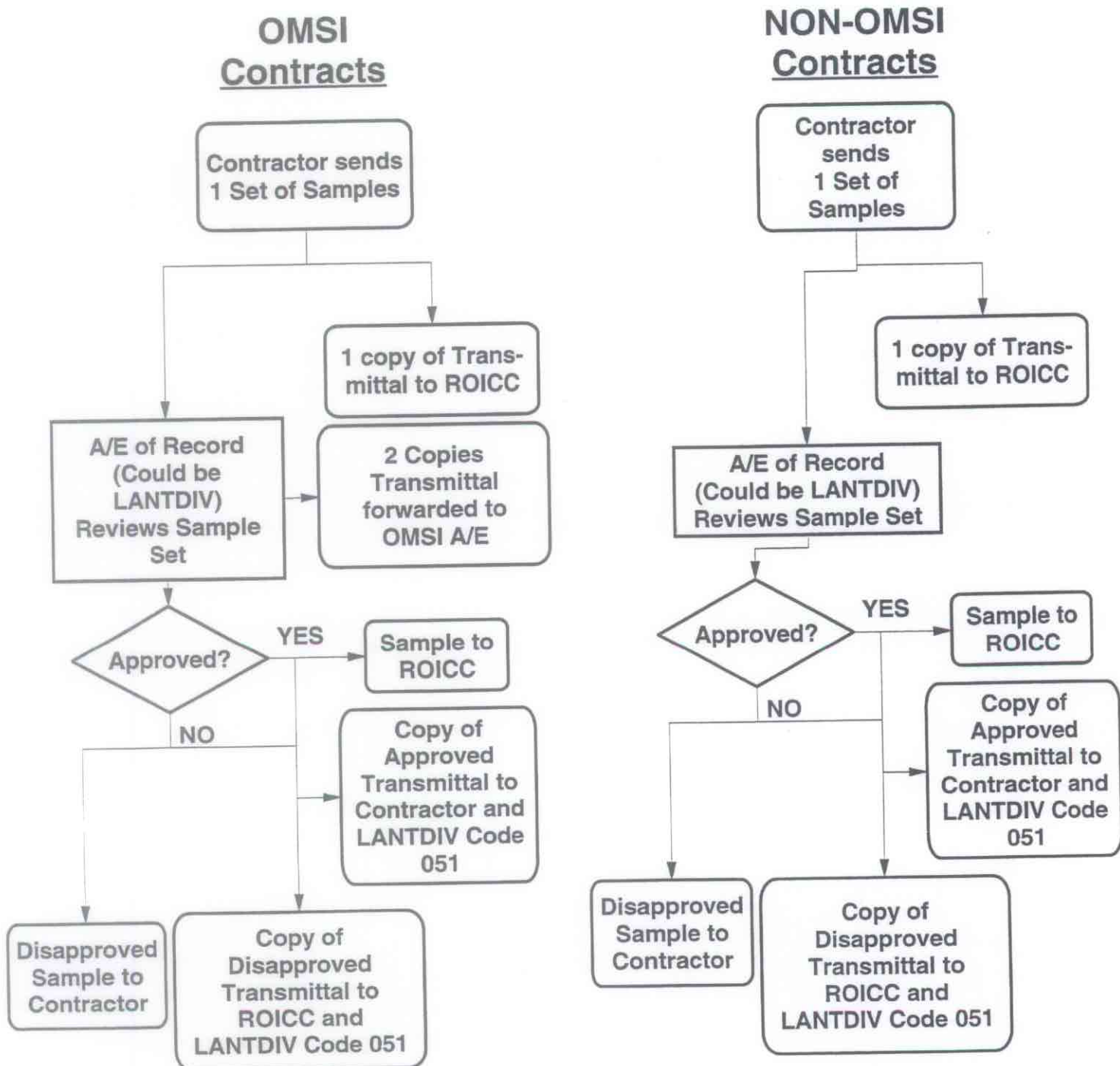


NON-OMSI Contracts



Overseas Submittal Processes

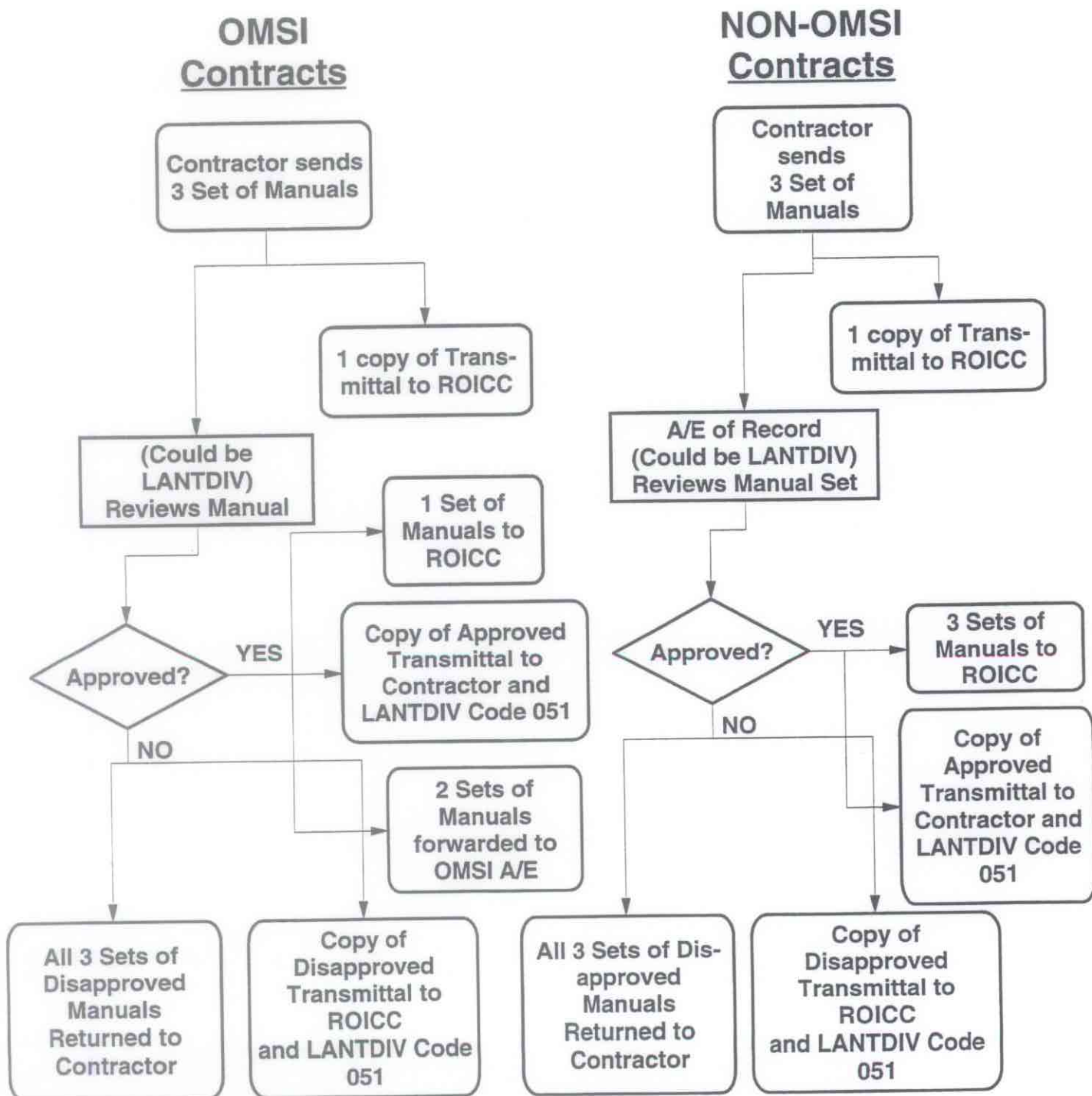
E. SAMPLES APPROVALS



NOTE: Flow diagram is the same

Overseas Submittal Processes

F. OPERATION & MAINTENANCE MANUALS (Includes "Data Packages")



CONTRACTOR'S SUBMITTAL TRANSMITTAL

LANTDIV NORFOLK 4-4355/3 (Rev. 11-80)

FROM CONTRACTOR

TO

CONTRACT NO.

TRANSMITTAL NO.

DATE

PROJECT TITLE AND LOCATION

CONTRACTOR USE ONLY**List only one specification division per form.**List only one of the following categories on each transmittal form,
and indicate which is being submitted*☐ Contractor Approved☐ OICC Approval☐ Deviation/Substitution
For OICC Approval**REVIEWER USE ONLY******ACTION CODES**

A-Approved

D-Disapproved

AN-Approved as noted

RA-Receipt acknowledged.

C-Comments

R-Resubmit

ITEM NO.	PROJ. SPEC. SECT. & PARA. and/or PROJ. DWG. NO. *	ITEM IDENTIFICATION (Type, size, model no., Mfg. name, dwg. or brochure number)	NO. OF COPIES	ACTION CODES **	REVIEWER'S INITIALS CODE AND DATE

CONTRACTOR'S COMMENTS

COPY OF TRANSMITTAL AND SUBMITTALS TO ROICC

CONTRACTOR REPRESENTATIVE (Signature)

DATE RECEIVED BY REVIEWER

FROM (Reviewer)

TO

☐ Submittals are returned with action indicated. Approval of an item does not include approval of any deviation from the contract requirements unless the contractor calls attention to and supports the deviation.☐ Submittals are forwarded to LANTDIV with A-E recommendations indicated in REVIEWER USE ONLY Section and in comments below on ONE COPY of the transmittal form.

REVIEWER'S COMMENTS

COPIES TO:
ROICC (2)
LANTDIV (1)
A-E (1)

DATE

SIGNATURE

ADDITIONAL INSTRUCTIONS ON SUBMITTALS AND THE USE OF THE CONTRACTOR'S SUBMITTAL TRANSMITTAL FORM

1. All submittals shall be clearly marked to include the specific item submitted for approval.
2. Items submitted for approval shall be accompanied by complete information concerning the item proposed insufficient detail to show compliance with the contract requirements.
3. When more than one item is included on the SUBMITTAL TRANSMITTAL FORM, each sheet or bound set of sheets of attached submittals shall be identified by the item numbers assigned on the transmittal form.
4. Approval of an item cannot be construed as relieving the contractor of responsibility to comply with the contract requirements unless the contractor calls attention to the noncomplying features. (subparagraph 5.f).
5. The following instructions apply to the use of the CONTRACTOR'S SUBMITTAL FORM:
 - a. Transmittal No. - Transmittals should be numbers consecutively as submitted. Resubmittals should bear the original transmittal number with the letter (A) added to identify the first resubmittal. The letter (B), (C), etc., may be used if additional resubmittals are necessary.
 - b. Each transmittal form for material submittals must be restricted to submittals for one division of the project specification.
 - c. Each transmittal form must be restricted to submittals in only one of the following categories: (1) Contractor Approved (CQCR approval items only); (2) OICC approval; or (3) Deviation of Substitution for OICC Approval.
 - d. Item number should be the same as number on the submittal log.
 - e. Project specification section and paragraph number and/or project drawing number. - This is the specific project specification section and paragraph(s) that describe the requirement of the item of the project drawing that is being detailed. Referenced LANTNAVFACENGCOM plats, if applicable, should be entered here. This applies to material submittals only.
 - f. When approval of a deviation is requested, the following supporting data must be submitted on a separate sheet attached to the transmittal form:
 - (1) Identify and describe proposed deviations or substitutions.
 - (2) Reason for each proposed deviation or substitution.

ADDITIONAL INSTRUCTIONS ON SUBMITTALS AND THE USE OF
THE CONTRACTOR'S SUBMITTAL TRANSMITTAL FORM
(Con't)

- (3) If material or equipment is unavailable, the contractor's efforts to procure must be documented (contract with a minimum of three different suppliers and/or manufacturers).
- (4) Complete technical data on the proposed substitution, sufficient to determine acceptability.
- (5) Acknowledgment that all other changes caused by the proposed substitution will be responsibility of the contractor, and at no additional cost to the Government.
- (6) Separate cost estimates for each specified item and each proposed item and proposed change, if any, in the contract time.